

HOW TO START A ΔEX CHAPTER...

To establish a new student organization on your campus, refer to the following basic guidelines. Keep in mind that different schools have different procedures and qualifications for recognizing a new student organization.

☐ ***Put your mind to it!***

Find out from your student activities director (or equivalent person) what must be done to establish a student organization on campus. There may be deadlines for forming a new organization and for funding requests. Another route may be to look for an existing organization on your campus to affiliate with. Some organizations, such as the “Marketing Club” may not have any national affiliation. Delta Epsilon Chi would benefit their organization and give you a good base to start from.

☐ ***Get out there!***

Begin identifying potential members to measure student interest. Look to classmates, professors, friends and past High School DECA members. Contact Erin Dolan (erin_dolan@deca.org) at National DECA for a list of previous DECA members at your college. Put together a list of contacts and how to contact them.

☐ ***Bring it on!***

Pull together the group of interested students and faculty for an introductory meeting. Delegate responsibility for duties such as writing a constitution, finding an advisor, participating in an organization fair, receiving school recognition, recruiting new members and other important tasks.

☐ ***Grab an advisor!***

Each chapter must have at least one individual (usually an instructor or professor) who is recognized by the institution/school to serve as the chapter advisor. The amount of time invested by the advisor depends on how the chapter is operated. Ideally, student leaders should conduct most of the operations.

☐ ***Make a name for yourself!***

Having gained the interest of students, identified an advisor and satisfied any additional requirements set forth by your school, it is time to return to the activities director to officially establish your chapter. Remember that you are not required to refer to your local chapter as Delta Epsilon Chi. You may refer to your chapter with a name such as “Campus Marketing Club: Nationally Affiliated with Delta Epsilon Chi, The College Division of DECA” or “College DECA.” The key to a great name is to choose one that will market to your campus effectively!

☐ ***Show me the money!***

Collect dues and submit the portion for state and national dues along with your membership roster by February 1. Please refer to your state advisor or Jeff Collins (jeff_collins@deca.org) at National Delta Epsilon Chi for details specific to your state. By submitting your roster, your chapter will receive a welcome letter from Dr. Davis, Executive Director of DECA, a Delta Epsilon Chi Chapter management system, a DECA/ΔEX Images discount coupon, a Certificate of Affiliation to be presented at the International CDC, membership cards & pins and recognition on Delta Epsilon Chi’s website www.Delta-HQ.org.

**CONGRATULATIONS
AND
GOOD LUCK WITH YOUR NEW CHAPTER!**

